

**CONSTITUTION AND BYLAWS
of the
MVSKEKE NATION YOUTH COUNCIL**

ARTICLE 1: Name

The name of this group shall be the Mvskoke Nation Youth Council.

ARTICLE 2: Location

The principle place of business and administrative office shall be located at the Mvskoke Nation Youth Services office in Okmulgee, Oklahoma and mailing address shall be listed as: Muscogee (Creek) Nation, Mvskoke Nation Youth Council, P. O. Box 580, Okmulgee, Oklahoma 74447.

ARTICLE 3: Purpose

The purpose of the Mvskoke Nation Youth Council is as follows:

- To empower Mvskoke Youth by listening and taking action.
- To enhance our voice by promoting positive changes and informed decisions.
- To affect all generations and sustain the Mvskoke way of life.

ARTICLE 4: Membership

Section 1. General Membership

The group shall have one class of youth members consisting of the following:

- Must be an enrolled citizen of the Muscogee (Creek) Nation, **and**
- Must be between the ages of 12 and 24 years of age, **and**
- Must complete the application process, **and**
- Must attend 1 meeting prior to becoming a member.

Section 2. Active Membership

- A. Must be actively working on their identified personal goals.
- B. Must actively attend Regular Meetings
- C. Members will be considered as inactive if the member has not attended (3) consecutive Regular Meetings without notification of absence to an officer.
 - a. Youth Council Officers will formally determine if membership is inactive by making 3 attempts to reach a member who has not made notification of 3 consecutive absences.

Section 3. Rights of Membership

Each active member shall have the following rights:

- A. The right to cast 1 vote on any matter submitted to a vote of the membership.
- B. The right to serve on subcommittees.
- C. The right to request items be added to the agenda for discussion and voting.

Section 4. Duties of Members

- a. Show respect for other members by being on time and bringing necessary materials to meetings.
- b. Accept responsibility of sharing in the business at hand when a meeting convenes.
- c. Understand that participation is essential.
- d. Try to get other members to express their ideas for the benefit of all, even if it means less time for presenting personal ideas.
- e. Give constant, active attention to the group's activity during the meeting.
- f. Know the purpose of the meeting and help keep the ideas on track to get things done.
- g. Earn the right to give constructive criticism freely by accepting it.
- h. Check on assigned responsibilities and receive guidance and authority to carry them out.
- i. Accept the responsibility of youth council membership by actively participating in all organized meetings, committees and activities.
- j. Not being on phone

ARTICLE 5: Officers

The officers of the group shall be a Speaker, 2nd Speaker, Secretary, Treasurer and Public Relations.

Section 1: Elections of Officers

- A. The officers shall be elected by secret ballot at the annual election in October of each year.
- B. To be eligible to run for office youth must meet the following requirements:
 - a. Youth must be an active member for at least one year prior to running for office.
 - b. Youth must have a 2.5 Cumulative GPA.
 - c. Youth cannot be convicted of a felony.
 - d. Must be at least 12 years of age at the time of the filing and cannot turn 25 during the term.
- C. Youth must indicate in writing no later than August 30th prior to the annual election of their intent to run for office.
- D. Candidates must make a speech at the annual election stating why they should be elected.

Section 2: Term of Office

- A. The term of office for elected Youth Council Officers shall be for a term of 1 year
- B. Terms will be staggered with the Speaker, Secretary and Public Relations elections in even years and the 2nd Speaker and Treasurer in the odd years.

Section 3: Vacancy

- A. A vacancy in any elective office shall be filled for the unexpired term of office **only**.
- B. A vacancy will be filled by a majority vote of the membership present at a regular or special meeting.
- C. Nominations to fill vacancies will be taken from the floor.
- D. Notice and publication of office vacancy and election to fill said vacancy must occur within 5 days prior to the meeting.

Section 4: Removal

- A. At any regular or special meeting, any Youth Council officer may be removed from office, by majority vote of the membership present for:
 - a. Failure to carry out the duties of the office as prescribed by these By-Laws; and/or
 - b. For conduct detrimental to the Mvskoke Nation Youth Council including but not limited to: grades below a 2.5 Cumulative GPA, criminal activity, substance abuse, etc.
- B. Any Youth Council officer proposed to be removed is entitled to five (5) business days' notice of the meeting at which the removal shall be considered and may address the membership present at such meeting.

Section 5: Duties and Responsibilities

- A. Speaker
 - a. Plans the meetings, organizes meeting place, and prepares the agenda
 - b. Prepares for future activities
 - c. Delegates responsibilities
 - d. Arrives at proper time, knows planning and preparation are complete
 - e. Calls meeting to order
 - f. Follows agenda in logical order
 - g. Has working knowledge of parliamentary procedures
 - h. Organizes and directs the work of the meetings
 - i. Keeps the peace in each meeting
 - j. Sets an example in leadership, citizenship, and courtesy
 - k. Listens attentively
 - l. Praise and thanks individuals and groups
 - m. Summarizes and evaluates often
 - n. Makes the meeting the groups' meeting
 - o. Evaluates the meeting and the achievements
 - p. Reviews reports and minutes

- q. Reports to and consults with the Mvskoke Nation Youth Council officers and sponsoring organizations
- r. Lists items to be researched
- s. Checks work of committees
- t. Follows through on recommendations and actions taken
- u. Will not vote except to break ties.

B. 2nd Speaker

- a. In the absence of the Speaker, the 2nd Speaker shall perform the duties of the Speaker.
- b. Calls attendance
- c. Communicates with Speaker
- d. Helps Speaker with agenda
- e. Shall be a member of all committees.
- f. Arrives at proper time, knows planning and preparation are complete
- g. Reviews reports and minutes
- h. Keeps the peace in each meeting
- i. Sets an example in leadership, citizenship, and courtesy
- j. Listens attentively

C. Secretary

- a. Takes the minutes of each meeting
- b. Maintains all records including but not limited to minutes, sign-in sheets and member contact info
- c. Inform members of meetings
- d. Type minutes from last meeting
- e. Read minutes from last meeting
- f. Arrives at proper time, knows planning and preparation are complete
- g. Reviews reports and minutes
- h. Keeps the peace in each meeting
- i. Sets an example in leadership, citizenship, and courtesy
- j. Listens attentively
- k. Keeps track of officer grades

D. Treasurer

- a. Handles money
- b. Organizes receipts
- c. Oversees budgeting
- d. Works with an adult advisor to document all deposits and expenses
- e. Provide financial reports at all meetings
- f. Keeps the peace in each meeting
- g. Sets an example in leadership, citizenship, and courtesy
- h. Listens attentively

- E. Public Relations
 - a. Before Meetings the Public Relations officer will promote meeting info through social media, email, flyers, schools, communities, ads, word of mouth, etc.
 - b. During Meetings:
 - Listen attentively
 - Take pictures for social media
 - Collect and disseminate information
 - Share live updates at appropriate times
 - c. After Meetings:
 - Share meeting successes
 - Share next meeting information
 - Organize press release information
 - Get quotes for promotional items
 - d. Develop Public Relations policy
 - e. Coordinate social media campaigns and coverage of all events
 - f. Keeps the peace in each meeting
 - g. Sets an example in leadership, citizenship, and courtesy
 - h. Listens attentively

ARTICLE 6: Advisors

- Section 1. An Advisory Committee will consist of parents, guardians, elders, tribal leaders, ceremonial leaders, other concerned adults and representatives of various agencies serving Native American youth.
- Section 2. The members of the Advisory Council will help facilitate meetings, offer guidance to youth, chaperone functions and activities of the youth council, and assist youth council members in fulfilling their responsibilities.
- Section 3. A representative of the Mvskoke Nation Youth Services will serve as the primary advisor(s) of the youth council.
- Section 4. At least 2 members of the Advisory Committee must be present at all youth council meetings and functions.

ARTICLE 7: Meetings

Section 1: Regular Meetings

- A. Regular meetings of the Mvskoke Nation Youth Council be held monthly on the 2nd Saturday at 10:00 am-12:00 pm.
- B. Meeting will be held at the Muscogee (Creek) Nation Mound Building.
- C. Notice of the date, time, and location of Regular Meetings should be made one week prior to the meeting date through email and text notification to all standing members and through social media and the Mvskoke Nation Youth Services webpage.
- D. Meeting agenda, last meeting minutes, and any reports shall be provided to the Youth Council Officers no less than 1 day prior to the meeting.
- E. These meetings will consist of:
 - a. A business meeting including reports from officers and/or special committees, planning and duties for future business and social functions.
 - b. A social, recreational or informative function.

Section 2: Special Meetings

- A. Special meetings may be called by the Speaker or a majority of the Youth Council Officers.
- B. Notice of the date, time, and location of Special Meetings should be made at least 48 hours prior to the meeting date through email and text notification to all standing members and through social media and the Mvskoke Nation Youth Services webpage.
- C. No other matter, other than the purpose of the Special Meeting can be considered at that time.

Section 3: Informal Meetings

- A. Informal meetings may be called at the discretion of the Youth Council Officers or of a standing committee.
- B. These meetings are only for preparation for Special or Regular meetings or to work on special projects.
- C. No action can be taken during informal meetings.

Section 4: Quorum

The presence of 3 Officers and 5 voting members of the council shall be required to constitute a quorum necessary to conduct the Youth Council's business.

Section 5. Meeting Procedures

All regular and special meetings of the Youth Council shall be conducted in accordance with Robert's Rules of Order and consist of an agenda to include:

- Song
- Opening prayer
- Roll Call
- Determination of quorum
- Review and Approval of agenda
- Review and Approval of minutes
- Reports of Officers
- Reports of special committees
- Old business
- New business
- Open Discussion
- Announcements
- Closing prayer
- Adjournment

ARTICLE 8: Committees

Committees shall be established by the Speaker from time to time as deemed necessary to carry out the work of the group. The Committee Chairperson will be appointed by the Speaker. The Committee Chairperson will be responsible for appointing others to serve on the Committee. The 2nd Speaker shall be a member of all committees.

ARTICLE 9: Voting

Each active member is entitled to 1 vote. In the event of a tie vote, the Speaker will have vote.

ARTICLE 10: Affiliation

The Mvskoke Nation Youth Council will affiliate with the United National Indian Tribal Youth Network, also known as the UNITY Network.

ARTICLE 11: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the group by a two-thirds vote of the members present, providing that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE 12: Ratification

This Constitution and By-Laws shall be declared adopted by the Mvskoke Nation Youth Council when approved by a vote of the membership at a regular meeting.

This Constitution and By-Laws are approved on this _____ day of _____ 2015.

PRINTED NAME

SIGNATURE

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